



Secondary Plat

Step 1: Application

Pre-Application Meeting. At least one week prior to the intended filing of the petition, the applicant must discuss the potential application with Staff for the purpose of becoming familiar with requirements, procedures, deadlines, and hearings. At this meeting, Staff will sign off on Attachment L: Project Routing Sign-Off Sheet. Also, contact the Engineering Department at (317) 887-5230 about any necessary agreements or guarantee estimates that may be needed as part of this project.

Making Application. The applicant must make an appointment with Staff in order to file an application by calling (317) 881-8698. A complete Application and all required attachments are to be submitted by the date shown on the Application Schedule (see page 3). At this time, Staff will review the application to determine whether the application is complete. If the application is not complete, it will be returned to the applicant with the deficiencies identified. Applications submitted or completed after the posted submittal deadline will be placed on the application cycle for the next regular meeting.

Submittal Requirements. (One 8 ½" x 11" original of each is required unless otherwise specified)

- ☐ **Application Fee.** Make checks payable to "The City of Greenwood".
 - Secondary Plat: \$500 base fee plus \$2 per lot
 - PUD Secondary Plat: \$500
- ☐ **Application Form.** All items must be fully completed and either typewritten or printed in ink. The application must be signed by the applicant(s) and notarized.
- ☐ **Attachment D:** Affidavit and Consent of Property Owner. (Submit only if the owner is different from the applicant.)
- ☐ **Attachment E:** Detailed Data Sheet
- ☐ **Attachment G:** Certificate of Sufficiency of Plan (original and one copy)
- ☐ **Attachment H:** Certificate of Obligation to Observe (original and one copy)
- ☐ **Attachment L:** Project Routing Sign-Off Sheet – must be completed by all applicable departments
- ☐ **Attachment M:** Take-Off Sheets for Guarantee Estimates (original and one copy)
- ☐ **Reproducible Secondary Plat.** Submit one basic, overall plan that is 11" x 17" or smaller in size showing where this section of the subdivision is in relation to the entire development.
- ☐ **Johnson County Drainage Board Report.** (if applicable) (317) 736-3933 (two copies)
- ☐ **Drainage Calculations and Watershed Map.** (two copies)
- ☐ **Open Space and/or Trail Plan** (24" x 36" in size)
- ☐ **Secondary Plat and Construction Plans.** Submit eight full sets that are 24" x 36" in size. Secondary Plat plans shall be prepared in accordance with Greenwood Municipal Code Chapter 10, Article 20 (Subdivision Control Ordinance), Sec 10-506, which describes the necessary information on a sheet-by-sheet basis.
- ☐ **Vicinity Map.** 8 ½"x11" in size showing where the property is located in Greenwood, making sure major streets are labeled. Scale should be approximately 1:1,000.

Step 2: Notifying the Public

Public notice is not required for this type of petition. Go to step 3.

Step 3: Application Schedule

Application Schedule

The following table depicts the deadlines for petitions before the Technical Review Committee.

2007 Training Sessions - BZA & PC					
<i>7:00pm at the Community Center</i>					
January 22	March 26	May 30***	July 23	September 24	November 26

*** Wednesday Meeting due to Memorial Day Holiday

2007 Greenwood Advisory Plan Commission					
<i>7:00pm in the City Council Chambers of the Greenwood City Building</i>					
Application Submittal	Hearing Date	*Public Notice	**TRC Meeting	Agendas Available	Submit Public Notice
December 8	January 8	December 24	December 20	January 4	January 5
January 12	February 12	January 28	January 31	February 8	February 9
January 26	February 26	February 11	February 14	February 22	February 23
February 9	March 12	February 25	February 28	March 8	March 9
March 9	April 9	March 25	March 28	April 5	April 6
March 23	April 23	April 8	April 11	April 19	April 20
April 13	May 14	April 29	May 2	May 10	May 11
May 11	June 11	May 27	May 30	June 7	June 8
May 25	June 25	June 10	June 13	June 21	June 22
June 8	July 9	June 24	June 27	July 5	July 6
July 13	August 13	July 29	August 1	August 9	August 10
July 27	August 27	August 12	August 15	August 23	August 24
August 10	September 10	August 26	August 29	September 6	September 7
September 7	October 8	September 23	September 26	October 4	October 5
September 21	October 22	October 7	October 10	October 18	October 19
October 12	November 12	October 28	October 31	November 8	November 9
November 9	December 10	November 25	November 28	December 6	December 7
* Does not apply to Secondary Subdivisions or Site Development Plans					
** Does not apply to Annexations or Zone Map Changes					

Step 4: Subject Petition Information (Completed By Staff at the Time of Application)

The Docket# for this petition is _____. Please use this number for referencing the request and when submitting additional information/plans in the future.

This petition will be discussed at the Technical Review Committee on _____. The meeting starts at 1:30 pm in the Planning Department meeting room at 225 South Emerson Avenue, Suite C, Greenwood, Indiana, 46143.

What Happens Next?

Secondary Subdivision approval is done by staff. Once final plans have been received, the applicant may then proceed with the posting of financial guarantees (if applicable) and plat signatures. Commercial developments may then make application for Site Development Plan and Residential developments may apply for Building Permits.

CITY OF GREENWOOD PLANNING DEPARTMENT
225 South Emerson Avenue, Suite C, Greenwood, IN 46143
Phone: (317) 881-8698 * Fax: (317) 887-5616
E-Mail: Planning@greenwood.in.gov
Website: www.greenwood.in.gov



2007 City of Greenwood Plan Commission

Secondary Plat

For Office Use Only	
Docket #	
Filing Date	Fee
TRC Date	
Plan Location	Staff

1. Applicant Info

Name

Street Address

City, State, Zip

Primary Contact Person regarding this petition

Phone

Fax

E-Mail

Person preparing plans

Phone

Fax

E-Mail

2. Property Owner

Name

Street Address

City, State, Zip

Phone

Fax

E-Mail

Applicant is (circle one): ☐ Sole owner ☐ Joint Owner ☐ Tenant ☐ Agent ☐ Other (specify)

3. Premises Affected

Address, Subdivision & Lot Number, or location from major streets

Name of Proposed Subdivision

Section

Number of Lots

Total Acreage

Flood Zone on Site?

Zoning of Subject Property

Use of Subject Property

Zoning of Adjacent Properties North:

South:

East:

West:

Use of Adjacent Properties North:

South:

East:

West:

4. Notarization

The above information and attached exhibits, to my knowledge and belief, are true and correct.

Signature of Applicant

Notary Public's Name (printed)

Signature of Notary

My Commission Expires

State

County

Subscribed and sworn to before me this _____ day of _____, _____



City of Greenwood Plan Commission and Board of Zoning Appeals

Attachment D: Affidavit & Consent of Owner

Project _____

Docket _____

Complete and submit if applicant is different from property owner.

I (we) _____
NAME(S)

After being first duly sworn, depose and say:

1. That I/we are the owner(s) of the real estate located at _____ .
(ADDRESS)
2. That I/we have read and examined the Application, and are familiar with its contents.
3. That I/we have no objection to, and consent to such request as set forth in the application.
4. That such request being made by the applicant (____ is) (____ is not) a condition to the sale or lease of the above-referenced property.

(AFFIANT)

STATE OF INDIANA)
) SS:
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, _____.

, Notary Public

My Commission expires: _____

County of Residence: _____



Attachment E: Detail Data Sheet

Project _____ Docket _____

1. Acreage

Total Acreage _____
Proposed Private Acreage _____
Proposed Public Acreage _____

2. Densities

Number of Lots/Units _____
Units per Acre _____
Estimated Population _____

3. Utilities to Serve the Development (Contact list provided.)

- | | |
|---|---|
| <input type="checkbox"/> Greenwood Sanitation | <input type="checkbox"/> Cinergy |
| <input type="checkbox"/> Indiana-American Water Co. | <input type="checkbox"/> Johnson County REMC |
| <input type="checkbox"/> Bargersville Utilities | <input type="checkbox"/> IPALCO |
| <input type="checkbox"/> Private Wells | <input type="checkbox"/> Vectren Energy |
| <input type="checkbox"/> Private Septic | <input type="checkbox"/> SBC |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Insight Communications |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

4. List any improvements that are to be owned and maintained privately (and by whom):

5. For which of the following improvements will you be submitting performance bond estimates as part of your application?

- ☐ Streets
- ☐ Signs and Monuments
- ☐ Sanitary Sewers
- ☐ Off-Site Sewers
- ☐ Storm Sewers
- ☐ Off-Site Drainage
- ☐ Sidewalks
- ☐ Other _____
- ☐ Other _____
- ☐ Other _____



City of Greenwood Plan Commission

Attachment G: Certificate of Sufficiency

This is a sample letter to be submitted on Engineer's letterhead at the time of application.

This actual attachment should not be submitted.

RE: Certificate of Sufficiency

DATE: _____

DOCKET #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

PLAN DATE: _____

I hereby certify that to the best of my knowledge and belief:

- 1) The drainage plan for this project is in compliance with drainage requirements as set forth in the Greenwood Subdivision Control Ordinance pertaining to this class of work.
- 2) The calculations, designs, reproducible drawings, master and original ideas reproduced in this drainage plan are under my dominion and control and they were prepared by me and my employees.

Signature _____

Date _____

Typed or Printed Name _____

Phone _____

Business Address _____



Surveyor



Engineer



Architect

Indiana Registration Number _____



City of Greenwood Plan Commission

Attachment H: Obligation to Observe

This is a sample letter to be submitted on Engineer's letterhead at the time of application.

This actual attachment should not be submitted.

RE: Obligation to Observe

DATE: _____

DOCKET #: _____

ADDRESS WHERE LAND ALTERATION IS OCCURRING: _____

PLAN DATE: _____

I will perform periodic observations of this project during construction to determine that such land alteration is in accordance with both the applicable drainage requirements and the drainage plan for the project submitted for a drainage permit to the Greenwood Plan Commission.

Signature _____

Date _____

Typed or Printed Name _____

Phone _____

Business Address _____

☐

Surveyor

☐

Engineer

☐

Architect

Indiana Registration Number _____



City of Greenwood Plan Commission

Attachment L: Project Routing Sheet

Applicants are required to consult with the Planning Department, the City Engineer, the applicable Fire Department, and the *Parks Department prior to making application for Primary Subdivisions, Secondary Subdivisions, and Site Development Plans in order to provide general information concerning the site, as well as to familiarize the applicant with the procedures and requirements of the Plan Commission and appropriate Greenwood ordinances. For the purpose of this meeting, the applicant is expected to provide a lot/block layout for Subdivisions (commercial and residential) or provide a general site layout for Site Development Plans.

Project Name _____

Developer _____

Firm Preparing Plans _____

Contact Phone Number _____

Planning Department <i>Comments:</i>	(317) 881-8698	Date of meeting:	Staff Signature:
City Engineering <i>Comments:</i>	(317) 887-5230	Date of meeting:	Staff Signature:
Fire Department <i>Comments:</i>	Gwd: (317) 882-2599 / White River: (317) 888-8337	Date of meeting:	Staff Signature:
*Parks Department <i>Comments:</i>	(317) 881-4545	Date of meeting:	Staff Signature:

**Only for residential developments*



City of Greenwood Plan Commission

Attachment M: Take-Off Sheet for Guarantee Estimates

Project _____ Docket _____

Dirt Work

		Quantity	Unit Price	Gross Price
<i>Rough Grading</i>	Cubic yards of on-site cut/fill		@ \$	= \$
<i>Fine Grading</i>	Linear feet of side and backyard swales		@ \$	= \$
	Linear feet of area swales		@ \$	= \$
<i>Miscellaneous</i>	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$

Dirt Work TOTAL: \$

Storm Sewers

		Quantity	Unit Price	Gross Price
<i>Structures</i>	Curb Inlets		@ \$	= \$
	Standard Manholes		@ \$	= \$
	Special Manholes		@ \$	= \$
	Special Structures		@ \$	= \$
	Square yards of riprap		@ \$	= \$
	Tons of granular backfill		@ \$	= \$
	Linear feet of underdrain (4", 6")		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$

	Qty Measurement	Size	Material	Unit Price	Gross Price
<i>Pipe</i>	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	Linear feet of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$
	End Sections of			@ \$	= \$

Storm Sewer TOTAL: \$

Erosion Control

		Quantity	Unit Price	Gross Price
<i>Seeding</i>	Square yards of seed and mulch		@ \$	= \$
	Square yards of hydro-seed		@ \$	= \$
<i>Sod</i>	Square yards of sod		@ \$	= \$
<i>Other</i>	Square yards of erosion control blanket		@ \$	= \$
	Individual straw bales		@ \$	= \$
	Linear feet of silt fencing		@ \$	= \$
	Individual sand bags		@ \$	= \$
<i>Miscellaneous</i>	Other		@ \$	= \$
	Other		@ \$	= \$
	Other		@ \$	= \$
Erosion Control TOTAL:				\$

Sanitary Sewers

Pipe	Quantity	Size	Material	Cut Depth	Unit Price	Gross Price
	Linear feet of			4-6 feet	@ \$	= \$
	Linear feet of			6-8 feet	@ \$	= \$
	Linear feet of			8-10 feet	@ \$	= \$
	Linear feet of			10-12 feet	@ \$	= \$
	Linear feet of			12-14 feet	@ \$	= \$
	Linear feet of			> 14 feet	@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
	Linear feet of				@ \$	= \$
					Unit Price	Gross Price
Laterals	Linear feet of 6” service laterals (check one) <input type="checkbox"/> PVC <input type="checkbox"/> DI			Quantity	@ \$	= \$
Manholes	Manholes, 4-6 feet				@ \$	= \$
	Manholes, 6-8 feet				@ \$	= \$
	Manholes, 8-10 feet				@ \$	= \$
	Manholes, 10-12 feet				@ \$	= \$
	Manholes, 12-14 feet				@ \$	= \$
	Manholes, >14 feet				@ \$	= \$
					@ \$	= \$
Backfill	Tons of granular backfill, #6-9 stone				@ \$	= \$
	Tons of granular backfill, pit run				@ \$	= \$
	Tons of granular backfill, #53				@ \$	= \$
Other	Slant Stacks				@ \$	= \$
	Clean Outs				@ \$	= \$
	8” x 6” wyes				@ \$	= \$
	10” x 6” wyes				@ \$	= \$
	12” x 6” wyes				@ \$	= \$
	Special structures				@ \$	= \$
	Special structures				@ \$	= \$
	Special structures				@ \$	= \$
					@ \$	= \$
Sanitary Sewer TOTAL : \$						

Streets

	Quantity	Unit Price	Total Price
Concrete Streets	With integral curbs (square yards)	@ \$	= \$
Asphalt Streets	Linear feet of curb and gutter	@ \$	= \$
	Tons of base stone compacted, #2	@ \$	= \$
	Tons of base stone compacted, #53	@ \$	= \$
	Tons of bituminous base	@ \$	= \$
	Tons of bituminous binder	@ \$	= \$
	Tons of bituminous surface	@ \$	= \$
	Gallons of bituminous tack coat	@ \$	= \$
Street TOTAL : \$			

Sidewalks

	Quantity	Unit Price	Total Price
	Linear feet of four-foot concrete sidewalks	@ \$	= \$
Sidewalks TOTAL: \$			

Surveying Monuments & Street Signs

	Quantity	Unit Price	Total Price
	Standard centerline monuments	@ \$	= \$
	Standard perimeter monuments	@ \$	= \$
	Standard Street name signs	@ \$	= \$
	Traffic control signs	@ \$	= \$
Surveying Monuments & Street Signs TOTAL: \$			

Guarantee Summary

		TOTAL	Performance Guarantee (110% of Total Cost)	Maintenance Guarantee (20% of Performance)
Guarantee 1	Dirt Work & Storm Sewers	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 2	Erosion Control	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 3	Sanitary Sewers	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 4	Streets	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 5	Sidewalks	\$	x 1.10 = \$	x 0.20 = \$
Guarantee 6	Surveying Monuments & Street Signs	\$	x 1.10 = \$	x 0.20 = \$

Comments:

Bond Estimates prepared by:

Signature/Title

Date

Printed Name

Reviewed and Approved by:

City Engineering Department

Date